



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	PUBLIC HEALTH NURSE III
Posting Number	PN# 108952
Department	Health & Human Services Department
Division	Communicable Disease
Section	Tuberculosis Control Bureau
Reporting Location	6260 Westpark
Workdays & Hours	M – F, 8 a.m. – 5 p.m.*

\*Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Under general supervision provides direct nursing care and health nursing services in a health center, mobile unit, hospital or patient's home. Coordinates nursing activities and assists with planning and administration.

**CORE FUNCTIONS**

- Provides TB nursing case management, clinic, and field services and medication room coverage, as needed. Uses nursing knowledge to assess medical needs to TB patient and contacts. Obtains expert consults as needed.
- Coordinates with field and primary care providers to promote appropriate and adequate treatment for TB patients and contacts. Receives and processes physician's medical orders, including verifying in MD orders are consistent with ATS/CDC recommendations. Provides nursing intervention to promote all TB cases and suspects being placed on DOT, and selected persons with latent TB infection placed on DOPT. Reviews TB case cards and patient compliance before discontinuing medication or initiating change orders.
- Assists in assessing contact investigation needs for cases and suspects and making appropriate recommendations. Assists in coordinating and providing onsite contact investigation activities.
- Provides patient and provider TB education. Assists in providing scheduled training classes, orientation for new staff and routine TB updates.
- Prepares routine and special reports and summarizes TB control activities as requested.

**WORKING CONDITIONS**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires graduation from an accredited school of nursing. A Bachelor of Science degree in nursing is preferred.

**MINIMUM EXPERIENCE REQUIREMENTS**

- Three (3) years of experience as a practicing registered nurse are required.
- A Master of Science in Nursing, a license to practice as a registered nurse in the State of Texas, and one year of nursing experience may be substituted for the experience requirement.

**MINIMUM LICENSE REQUIREMENTS**

Must be licensed to practice as a registered nurse in the State of Texas.  
Must have a Valid Texas Driver's license in compliance with the City of Houston's policy on driving (AP 2-2).

**PREFERENCES**      None

**SELECTION/SKILLS TESTS REQUIRED**      None

**SAFETY IMPACT POSITION**      ☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**      **GRANT FUND POSITIONS**

Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 21  
\$1,580 - \$2,257 Biweekly      \$41,091 - \$58,682 Annually

**OPENING DATE**      February 15, 2006

**CLOSING DATE**      Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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